

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70305</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>OVERVIEW</b>
	<b>DATE</b>	MAY 2003

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## Overview

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**Background**      The Fixed Asset Accounting and Control web-based Online System (FAACS) was completed in 2002 and provides agency access to FAACS via the DOA Homepage.

The online system allows agencies to

- Key new asset information,
  - Modify existing information, and
  - Correct transactions on the ERROR FILE.
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**Online System Features**      Key features of the online system include:

- Menu Selections. A series of navigation bars offer options such as viewing summary or detailed asset information.
- On-screen edits. On-screen edits ensure that transactions meet minimum requirements before they are released to the system.
- Online access to system tables for quick reference.
- Screens designed in a familiar format.
- Online access to all MASTER FILE information on FAACS as of the previous day. Should asset transactions go to the ERROR FILE, this information may also be displayed the next day at the agency work station.

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**Training**      DOA offers periodic training in the use of FAACS Online. CAPP Manual Function No. 70300 is designed to supplement staff training in the use of the online system.

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## Overview, Continued

### FAACS Online Navigational Options

The web-based, FAACS system has been designed for ease of access and navigation within screens.

Use of the mouse to point and click on navigation bars (top of screens) and action buttons (bottom of screens) allows you to execute functions and move around within the system.

The *Enter* key on the PC's number pad is programmed to move to the next data element during the data entry function.

### Security

Security features include the ability to control employees who are allowed to "Release" asset transactions for processing and which employees are allowed to have only "Hold" status. A person with "Release" authority may also decide to "Hold" transactions.

Agency Security Officers are defined and other security requirements are covered in CAPP Topic No. 70310, *Security*.

### Interface Requirements

Summarized fixed asset information is needed for all agencies and institutions for the Annual Report of the Commonwealth. This information is obtained from the FAACS online system which interfaces with the Commonwealth Accounting and Reporting System (CARS) or from agency-based fixed asset systems. Interface requirements are published in CAPP Topic No. 70360, *Interface Requirements*.

### Reports

The online, web-based system produces new reports that provide agencies and DOA with information on transactions "Released" each day for processing as well as transactions which are on "Hold" or which have a status of "Incomplete." The reports provide an audit trail of transactions processed and serve as a reminder of asset transactions still pending.

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## Internal Control

### Internal Control

For some data element fields, the online system automatically defaults to the most-used coding. Procedures should be in place at each agency to ensure that these defaults are identified and that changes to these fields are made when necessary.


Agencies should develop in-house procedures which ensure:

- Proper identification of data element fields to be entered in FAACS and
- Appropriate reviews and reconciliations to ensure that actual data input to the system is accurate and correct.

## Contacts

### DOA Contact

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## Online Data Entry and Inquiry Screen Layouts

### Screen Prints: Input Source Documents

A replica of the FAACS online data entry and inquiry screens are shown at the end of this topic. These forms can be copied and used as input documents if desired.